
TEST INFORMATION GUIDE

This test information guide provides a summary of concepts that are tested on the multiple-choice examination for the **Activity Program Aide II** job. This information can be reviewed in combination with the class specification and examination announcement to assist you in preparing for the examination.

I. RECORDING RESIDENT BEHAVIOR (18 Questions)

Employees in this job must be able to observe resident behavior and prepare concise records of resident activity to assist the facility treatment team in planning effective therapeutic activities for residents. Employees must be able to notice subtle shifts in resident behavior, reactions or progress through participation in activities, document these changes and alert their supervisors accordingly. This section of the exam presents questions to test your ability to accurately record and document information regarding residents in treatment facilities:

- Accurate completion of incident reports;
- Remembering and documenting relevant facts.

II. WRITTEN INSTRUCTIONS (18 Questions)

Employees in this job must be able to carefully read and carry out written instructions and procedures to lead and direct residents in therapeutic activities. This exam section tests your ability to read, understand and follow written instructions:

- Recall of proper operating procedures;
- Reading comprehension skills;
- Comprehending and implementing written directives.

III. RESIDENT RELATIONS (18 Questions)

Employees in this job interact with residents on a daily basis by leading activity therapy sessions, escorting residents to and from activity areas and the library, instructing residents on appropriate behavior within activity therapy sessions and by providing assistance at large group social activities, parties, dances, entertainment and special events. This section of the exam tests your knowledge of effective resident interaction strategies:

- Conducting verbal interaction with residents;
- Cultivating effective working relationships;
- Discerning resident behavior;
- Maintaining control of residents.

IV. ACTIVITY PROGRAMMING

(18 Questions)

Employees in this job must be knowledgeable in order to plan, lead and instruct residents in therapeutic activities as well as to train and orient new aides and volunteers in activity programming. The questions in this exam section test your ability to plan and implement activity programs for residents. This section of the exam tests your knowledge of effective resident interaction strategies:

- Planning and coordinating resident activities;
- Identifying activities that will help residents with specific behaviors;
- Identifying needs and interest of residents;
- Developing sportsmanship.